



Year 7-10 Work Submission Policy

Version No: 3

Date: May 2015

Committee: Policy and Education

Rationale:

The submission of work for assessment is an integral part of the teaching and learning process. At Ringwood Secondary College we have developed a process that is equitable and fair to all students and applied consistently across all sub schools and learning areas.

Aims:

- To establish protocols and procedures that defines the process for students to submit work.
- To ensure that students and parents understand the importance of completing and submitting work.
- To provide a structured framework to assist students who need assistance in establishing a homework routine and/or who have difficulty in effectively managing time to meet deadlines.

Implementation

1. Protocols and procedures

- a. The submission of all assessment material by the due date is the responsibility of the student. Students must plan their workloads to meet deadlines.
- b. Submission items and dates will be clearly communicated to students via Learning Tasks and/or information distributed by the teacher and must be recorded by the students in their diaries or electronic calendars.
- c. All submitted material must be the student's own work. Plagiarism and copying of other students' work may result in sanctions.
- d. If the submission is handwritten, it must be legible and presented neatly with name of student, date and teacher written on the submission.
- e. Ringwood Secondary College recognises that on occasion, meeting submission deadlines is difficult due to extended absence, illness and medical conditions. In such cases, students need to provide their teacher with a written explanation from their parent/carer which notifies the work will be submitted late, preferably 24 hours before the submission date. In the event of a student absence due to illness, the explanation can be submitted on their return.
- f. Extensions will only be given by the teacher in respect of illness, medical condition, school approved absence or in exceptional circumstances. Students are advised that commitments outside of school are not sufficient reasons for an extension.
- g. In cases where students do not meet the deadlines for submission, the following steps will be taken in order for the late submission to take place:

Type of work	Action	Late Graded Penalty
Short submission – classwork or homework	Students will be required to complete the work in a time set by the class teacher. This will usually be at lunchtime or after school. Students will be informed by their teacher when they are expected to attend. There is an expectation that students record and manage due dates and turn up promptly at the designated time. Chronicle posts may be registered in certain circumstances.	A typical penalty could be 10 per cent reduction for each day late, up to 50 per cent reduction.

Type of work	Action	Late Graded Penalty
Common Assessment Task	Parents/guardians are advised via Learning Tasks of the due date and a Chronicle entry in Compass of non-completion/non-submission of work and the date the work is required. This work will be assessed but there will be a penalty grading on the semester report. In the event of this work not being submitted by the revised date, students will be required to complete the work as per the short submission requirements.	Effectively, a 10 per cent reduction for each day late, up to 50 per cent reduction. Work not submitted by the revised date will receive an Unsatisfactory.

- h. In the case of a major assessment task such as a CAT (Common Assessment Task), Community Coordinators will be alerted of the Chronicle entry for future follow-up if deemed necessary.
- i. Prior to the preparation of semester reports, students must ensure they have completed and submitted for correction, all work designated by each of their subject teachers. The final date for submission for overdue work is five school days prior to the Report Writing Day in June. For semester two reports, the final date for overdue submissions is the end of Week 6 in Term 4.
- j. If a student continues to fail to meet due dates and submissions are not made then parents may be called for a meeting and further action shall be taken. At this meeting, an agreed action plan will be developed for assisting the student in meeting future deadlines.

2. Parent and Student understanding

It is an expectation that students complete all assessment tasks for every subject that they study. Non-submission of work will impact on the level of achievement a student receives during a semester.

Signing of the Work Submission Policy is required by the College on enrolment. Parents and students must read the policy and sign it as an agreed understanding of college expectations to ensure successful submission of all work.

The Work Submission Policy is published on the College website and included in the year level handbooks.